

AFI 34-266  
BY ORDER OF THE SECRETARY OF THE AIR FORCE  
AIR FORCE INSTRUCTION 34-266  
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Services  
★AIR FORCE FITNESS AND SPORTS PROGRAMS  
OPR: HQ AFSVA/SVPAF (Capt David G. Ellison))  
Certified by: HQ USAF/ILV (Mr. Arthur J. Myers)  
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This instruction implements AFI 34-1, *Air Force Services Combat Support Programs*. This publication implements the fitness improvement programs (AFI 40-501, *The Air Force Fitness Program*), and voluntary, leisure-time fitness and sports activities. Major commands (MAJCOMs) may supplement this instruction and/or process waivers from this instruction for unique installations/facilities, MUNSS, GSUs, and remote sites with advance approval of the Commander, Air Force Services Agency. Send two copies of each proposed MAJCOM supplement to the Directorate of Programs, Headquarters Air Force Services Agency (HQ AFSVA/SVP), 10100 Reunion Place, Suite 402, San Antonio TX 78216-4138. Send copies of each published MAJCOM supplement to the Director of Services, Headquarters United States Air Force (HQ USAF/ILV), 1770 Air Force Pentagon, Washington DC 20330-1770 and to HQ AFSVA/SVP.

## ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.** Revisions address topics of core and enhanced fitness programs, core and enhanced sports programs, core and enhanced services, and fitness center staff (FCS) training and certification.

## ***Chapter 1--OPERATIONS***

**1.1. Air Force Fitness and Sports Program.** The Air Force Fitness and Sports Program contributes to readiness and improves productivity by promoting fitness, esprit de corps, and quality of life for Air Force people. Refer to AFI 34-262, *Services Programs and Use Eligibility* for program participation priorities. Where military facilities are not available, use appropriated funds (APF) to contract with specified local facilities (refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation and Nonappropriated Fund Instrumentalities*, Chapter 9).

1.1.1. Funding. Fitness centers (FC) are Category A programs. The Air Force goal is 100 percent APF support where authorized in Category A activities. Revenue generating activities such as food and resale operations (Category C) must break even in FCs. Intramural/extramural sports programs and all core fitness programs are Category A. Non-intramural type sports (varsity, off base leagues, MAJCOM competitions, etc.) are Category B and are supported with APFs and Nonappropriated funds (NAFs). NAF expenditures should be appropriate to the number of participants. Effective planning and budgeting are essential to ensure successful execution of activities and future projects. Fees and/or charges for enhanced instructional

classes and special events are authorized only to offset verifiable NAF expenses for these services.

1.1.2. **Size of Program.** Design the activities at the FC to support the Core services and programs identified in Sections 1.6 and 3.2 of this document. The number of program offerings is based upon the size of the military installation (e.g. a small base should offer a minimum of 10 group exercise classes/week). The criteria for determining whether a base is categorized as small, medium, or large is the total number of authorized military personnel (Air Force and other, to include Air Force Reserve and National Guard) and interservice support agreements with other services. For Air Education Training Command (AETC), authorized permanent change of station (PCS) students must be added to the permanent party figures for all bases. For Pacific Air Forces (PACAF) and United States Air Forces in Europe (USAFE), TDY personnel assigned for greater than 30 consecutive days may be added to the permanent party figures for all bases. Small bases have a total military population under 1,000, medium bases have 1,000 to 5,000, and large bases have over 5,000. Reserve bases, GSUs and munitions sites (MUNSS) will meet programming standards established by the MAJCOM.

**1.2. Fitness Center Hours of Operation.** Main FCs will be open a minimum of 112 hours per week; reserve bases will be open 70 hours per week. Given the importance of fitness, it is imperative we provide our people maximum accessibility to our FCs. Therefore, hours should be predicated on the customers' needs and demands. To ensure this, FCs should usually be open on federal holidays. This provides our people access to this important quality of life service when they most need it. However, recognizing the unique place Thanksgiving and Christmas hold in American family tradition, the Installation Commander may elect to close FCs on these days. Installation Commander also has discretion to alter operation hours based on available Services personnel and installation mission requirements.

1.2.1. **Alternate Services Fitness Facilities.**

1.2.1.2. **Annex.** An annex is an area considered part of the primary fitness center, but not necessarily part of the same physical building. Usually an annex will contain only one or two functions. Examples are adjacent racquetball courts, a group exercise room, or a single basketball court area.

1.2.1.3. **Satellite Facility.** A satellite facility is typically separated from the main fitness center and is established to provide additional capabilities during peak periods. Facility may contain several to many core areas such as basketball, volleyball, strength and/or cardio equipment areas, racquetball courts, locker rooms, etc., but are not considered a full service, primary facility. Satellites must be open a minimum of 30 hours per week and be operated by the FCS.

1.2.1.4. **Secondary or Additional Fitness Center.** A secondary FC contains the full array of services and activity areas as the primary FC. All courts, exercise areas, equipment areas, locker rooms, equipment checkout, etc. are located in a secondary facility, and it operates a minimum of 30 hours per week.

1.2.1.5. **Mini-Fitness Centers (MFC).** The authorization for MFCs (unit owned, funded and maintained fitness areas not operated by the Services squadron) rests with the Installation Commander. The number of MFCs should be kept to a minimum, and approved only when

circumstances warrant their existence. MFCs may be appropriate in units with a large number of shift workers, and at facilities located outside a 15 minute driving distance from the base FC. Requests for MFCs are submitted by the unit squadron commander through the Services squadron commander/division chief. If the Services squadron commander/division chief cannot accommodate the unit's request by altering the base FC hours of operation, the Services commander/division chief forwards the request through the Mission Support Group Commander to the Installation Commander for approval. MFCs should be equipped with quality equipment commensurate with that found at the base FC. Authorized units will coordinate with the FCD to purchase equipment for MFCs using Allowance Standard (AS) 410, Allowance ID: 410COOB, and should maintain equipment in accordance with (IAW) manufacturer's recommendations. For detailed procedures see AFMAN 23-110, *USAF Supply Manual*, Vol II, part 2, chapter 22.

1.2.2. After-Hour Use. Unsupervised, after-hour use of fitness facilities by units or individuals is strongly discouraged. FCs contain an abundance of weight resistance and cardiovascular training equipment. As such, after-hour use without certified fitness staff supervision promotes an unsafe environment and puts the customer in jeopardy. Further, the use of facilities after hours increases the opportunity for damage and theft and often interferes with custodial contract cleaning. Fitness centers should ensure they are operating the required 112 hours a week. If current hours of operation do not fully meet mission requirements, , base leadership should first explore the option of expanding operating hours based upon availability of additional resources (fitness centers are manned up to 112 hours a week). The Installation Commander may approve after-hour use of the facility in consultation with the base legal office if he/she feels the need is warranted.

1.2.3. Family Fitness Hours. AFI 34-262 gives top priority to active duty members in all Services activities. FCs should consider offering "Family Hours" or "Family Events" during non-peak times to promote family fitness. Coordinate with youth center staff when providing special youth activities.

**1.3. Facility Attire.** FCs are designed for exercise and recreation. Appropriate clothing for these types of activities should be adhered to. Athletic attire and an athletic-type shoe must be worn in all activity and equipment areas. Court shoes with non-marking soles must be worn on all court and group exercise room floors. Military uniforms, or part thereof, casual slacks/shorts, and jeans are considered non-exercise attire and are not to be worn. Plastic suits are not authorized in any fitness facility, to include outdoor running tracks and fields. Customers not wearing proper attire, as determined by the FCD, will be asked to change into appropriate exercise clothing or leave the facility.

**1.4. Minimum Age Limit.** Age limitations are established to ensure a safe environment for all FC customers (Table 1.1). Medical organizations such as the American Academy of Pediatrics (AAP), American College of Sports Medicine (ACSM), and the National Strength and Conditioning Association (NSCA) provide specific guidelines for youth fitness programs. The Air Force standard has been developed to be consistent with these guidelines. Installation Commander should use caution when lowering the minimum age for unsupervised use of FCs. All deviations from the standard must be documented in a written base policy. Children of any age may be spectators during sports competitions or special events if immediately supervised by an adult (individual 18 yrs or older).

**Table 1.1. Age Restrictions**

16 years of age and over	Unrestricted use of all FC facilities, and equipment. Need not be accompanied by a parent or legal guardian.
13 - 15 years of age	<u>All cardiovascular and weight equipment, group exercise rooms</u> : Require interactive supervision* from a trained adult (parent, legal guardian, qualified fitness or youth program staff member, or coach).** <u>Other activity areas (basketball court, racquetball)</u> : Parent or legal guardian must be in facility.
6 – 12 years of age	<u>All cardiovascular and weight equipment, group exercise rooms</u> : Access to these areas prohibited. *** <u>Other activity areas (basketball court, racquetball courts, running track)</u> : Require interactive supervision from an adult.
Under 6 years of age	Not allowed in facility with the exception of those facilities providing a child supervision/play area and/or those children who are supervised spectators in a sports or special event.

\* Interactive supervision requires adult and child to participate in/perform activity together.

\*\* The AAP, ACSM, and NSCA each recognize that youths vary in their emotional and physical levels of maturity. Youths typically need more gradual, carefully organized, and structured training programs than adults. Caution is required while supervising youth in these areas.

\*\*\* AAP, ACSM, and NSCA guidelines point to clear and definite risks for youths in the cardiovascular and resistance training areas of FCs. These guidelines have been provided to the Family Member Programs Flight Chief at local installations for further reference and consideration.

1.4.1. Youth Equipment Orientations. All youth ages 13 – 16 must complete an equipment orientation on proper equipment use and safety procedures on ALL cardiovascular and weight equipment prior to use. Orientations should be documented.

1.4.2. Locker Rooms. Children age 6 and over should not be allowed in the opposite sex locker room/dressing areas. Age restrictions should be posted.

**1.5. Fitness Center Functional Areas.** FC functional areas under the FCD include operations, fitness, and sports. The FCD assigns staff duties to accommodate the various areas of responsibility.

1.5.1. Fitness Center Director. The FCD manages the base fitness and sports program to include facility, operational, personnel, and financial functions. The FCD will develop an annual operations plan and budget and forward it through the Combat Support Flight Commander (CSFC) to the Services commander or division chief for approval. The FCD will work with related base and off-base community fitness organizations to provide a well-balanced and comprehensive program. The FCD supports the Air Force Fitness Program, and works with the Health and Wellness Center (HAWC) to deliver appropriate programs. The FCD should designate appropriate FCS to manage operations, fitness, and sports functions (1.5.2–1.5.4.), and have a contingency plan in place for periods of deployment. The FCD will ensure weekly inspections are conducted on facilities, fitness and sports equipment, and sports fields with discrepancies documented and forwarded to the appropriate office for correction. The FCD will ensure all facility and program contracts are meeting contract requirements. The FCD will identify, document, and execute training needs and ensure staff members meet the requirements for their position. The FCD should be knowledgeable in fitness and serve as a resource for fitness staff training. The FCD will develop and coordinate an emergency plan with Director of Base Medical Services (DBMS). Refer to paragraph 5.1.1. for guidelines to prepare an emergency plan. The FCD will consult with ground safety office and civil engineers to report and correct any ground safety hazards. Develop and maintain a current continuity book for all operations, fitness programs and sports programs. Refer to AFMAN 34-137, *AF Fitness Center Operations*, (will convert to AFMAN 34-237) for information on continuity book contents.

1.5.2. Operations Function. Manage indoor and outdoor maintenance, perform building manager functions, oversee custodial contract or service, maintain all equipment to include fitness exercise equipment, keep repair records, and manage supply accounts. Maintains accountability of FC exercise equipment IAW AFI 34-204, *Air Force Services Logistics Support Program* (to be renamed Services Property Management). Conduct and document weekly inspections of all operational areas assigned by the FCD.

1.5.3. Fitness Programs Function. Develop annual fitness plan to include all core and enhanced fitness programs as well as activities implemented in coordination with other base organizations. Manage all fitness programs such as group exercise classes, equipment orientations, incentive programs, special events, fitness assessments, fitness improvement programs, and fitness room monitoring. Advertise monthly fitness activities. Conduct a periodic review of programs. Review fitness instructor and personal trainer qualifications and performance. Ensure fitness education modules are provided by the HAWC Fitness Program Manager (FPM). Ensure a liaison is appointed to the HAWC for all fitness initiatives and to be a representative to the wing Health Promotion Working Group (HPWG).

1.5.3.1. Fitness Equipment Room Monitor. FCS will monitor fitness activity areas during peak hours and assist customers with equipment use.

1.5.4. Sports Programs Function. Develop annual sports plan and calendar. Design and implement installation core sports programs to ensure the highest level of participation from squadrons, units and individuals. Manage all aspects of the base sports program to include intramural, extramural, and sports official contracts. Conduct and document weekly inspections of all sports equipment, fields, and facilities to ensure they are maintained in safe condition. Develop sports bylaws in coordination with the Fitness and Sports Advisory Council.

**1.6. Fitness Center Services.** FCs will provide core services to their customers and where resources are available, provide enhanced services.

1.6.1. Core Services.

**Table 1.2. Core Services**

1. Vending Operation	All FCs are to provide drinks and/or snacks through vending machines, refrigerated display cases, etc. to their customers. The scope of services provided is at the discretion of the Installation Commander.
2. Locker Service	All FCs will provide free daily use locker service. 75-100 percent of lockers in all locker rooms will be daily use. Remaining lockers may be assigned as permanent lockers on an annual basis to authorized users as prioritized in AFI 34-262. Establish local procedures to determine distribution. Bases will maintain a 95% occupancy rate for permanent lockers. An annual review will be conducted, and if the occupancy rate drops below 95%, the unused permanent lockers will be reassigned to daily use.*
3. Towel Service	All FCs will provide free towels to use during workouts and to wipe down equipment. Towels are an authorized APF expenditure. An appropriate inventory should be maintained to support the daily use of towels. APFs are authorized for towel laundry service.

\* Lockers are an authorized APF expenditure. Do not charge any fees for lockers purchased with APFs.

1.6.2. Enhanced Services. Enhanced services may be provided through contracts, on a fee basis, or through volunteers. Services may include, but are not limited to juice bars, massage therapy, distinguished visitor (DV) lockers, and child play areas. Reservation of DV lockers is locally determined.

1.6.2.1. Any resale service (e.g. juice bar, sports store) is considered a NAF operation. Therefore, it is not authorized APF support and must be self-sustaining. Establishment of juice bars should follow Air Force Services policy on name branding as described in AFI 34-272, *Air Force Club Program*, paragraph 3.20.

1.6.2.2. Massage therapists must have a license OR have completed 500 hours of study and passed either a state certification or the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB).

1.6.2.3. If fees are charged for DV lockers, they must not exceed the cost to cover the purchase of NAF amenities for the locker room. If lockers are provided free of charge, no additional services/amenities can be provided.

1.6.2.4. Child supervision/play areas. If these areas exist, they should be designated specifically for child supervision/play and must not be combined with other activity areas or contain adult exercise equipment. Coordination with the family member support flight chief is required.

1.6.2.4.1. There must be an appropriate wall/partition with an entry/exit that can secure child play area completely from other areas.

1.6.2.4.2. There must be a posted written policy regarding use of child play areas.

1.6.2.4.3. Parents must have direct “line of sight” supervision of children at all times. Fitness Directors have authority to restrict use of area from those customers in non-compliance with guidance.

1.6.2.4.4. Parents cannot supervise children other than their own. Fitness Directors have authority to restrict use of area from those customers in non-compliance with guidance.

1.6.2.4.5. Play area must follow applicable health and safety standards as outlined in AFI 34-248, *Child Development Centers*, Chapters 10 and 11.

1.6.2.4.6. If provided, toys or other play objects must be sanitized daily with a bleach and water solution.

1.6.2.4.7. When possible, provide safety enhancements such as cipher locks and/or surveillance equipment.

**1.7. Marketing and Promotions.** FCD will use CORPORATE PRISM data to develop a comprehensive marketing plan. Complete local needs assessments and/or local surveys annually to determine customer needs and incorporate these findings into the annual program plan. Use customer feedback to promote program changes and justify expenditures. The FCD will work with the marketing staff to develop promotional, advertising, commercial sponsorship, and publicity strategies.

**1.8. Fitness Center Staff.** Personnel include: active duty military, APF and NAF civilians, and volunteers. The organizational structure of the FC should be constructed to provide for the most efficient and economical use of resources. FCS will wear the appropriate Air Force fitness uniform IAW the guidelines established in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 36-801, *Uniforms for Civilian Employees*.

1.8.1. Basic Training. FCS must obtain and maintain a working knowledge of fitness and sports programming.

1.8.1.1. FCS must maintain First Aid certification and maintain either the Red Cross Cardiopulmonary Resuscitation (CPR) or American Heart Association Basic Life Support (BLS) certification within 30 days of assignment to the FC. The family member support flight training and curriculum specialists, base medical treatment facility and local organizations are resources for providing CPR/BLS and first aid certification.

1.8.1.2. Group exercise instructors and personal trainers will maintain current BLS (American Heart) or CPR (Red Cross) certification. In addition, instructors and trainers will maintain nationally recognized certifications (see 3.2.1.1. and 3.2.2.1.).

1.8.1.3. FCS must be trained on basic use of exercise equipment within 30 days of assignment to the fitness center. Upon completion, staff may monitor fitness equipment areas and provide customer equipment orientations.

1.8.1.4. All military, APF and NAF civilian FCS (excluding contract group exercise instructors) must be scheduled to attend the AETC Fitness Specialist Course (L3AZR3M051) within 180 days of assignment to the FC. This two week mandatory fitness course covers fitness information necessary for staff to program and work with customers effectively. Curriculum includes facility operations, fitness and sports programming development, health and wellness, anatomy and biomechanics, human physiology, exercise physiology, fitness assessments, exercise safety, nutrition, aerobic and strength exercise program design and applications, and customer service. Those individuals with a four year degree in a health/fitness related discipline may apply to HQ AFSVA/SVPAF for a waiver from the Fitness Specialist Course.

1.8.1.5. The Fitness Center Director (FCD) must complete the AETC Computer-based Activity Manager training (L60NU34M3) and attend the follow on activity-specific Fitness Managers Course at HQ AFSVA within one year of assignment as facility director

1.8.1.6. Fitness training from FCD, local experts, HAWC, or other sources must be conducted to reinforce course principles and provide current fitness information and sports programming.

1.8.1.7. Staff members completing basic training should function as a “fitness floor technician” and deliver equipment orientations, monitor fitness equipment areas and assist customers, perform fitness assessments, and conduct fitness improvement classes (FIPs) they are qualified to teach. Staff may also assist with teaching unit exercise sessions and/or train volunteers who lead unit exercise programs on proper stretching, target heart rates, and basic aerobic and strength exercises. Staff members completing basic training should refer any customer questions or requests beyond their expertise to a staff member who has completed advanced training or to an AF Exercise Specialist.

1.8.2. Advanced Training. At a minimum, the FCD and two FCS (one must be military for those bases with assigned military) must successfully complete an advanced (40-hr) fitness course. The FCD must meet this requirement within one year of assignment. Meeting this requirement will allow for a qualified FCS to be in the facility during peak operating hours to help customers with their fitness programs. Advanced training courses may be unit funded.

1.8.2.1. Advanced Training Organizations. The following organizations must be used to fulfill the 40-hr advanced course requirements. Equivalent training source requests must be forwarded to HQ AFSVA/SVPAF for recognition.

1.8.2.1.1. Cooper Institute: Physical Fitness Specialist Course

1.8.2.1.2. American College of Sports Medicine (ACSM): Health/Fitness Instructor Course



1.8.2.1.3. Staff members completing advanced training should conduct fitness assessments, interpret results, and establish program designs and exercise prescriptions based on fitness assessment results and individual goals. Customers requiring repeated, ongoing one-on-one training or additional expertise should be referred to an AF Exercise Specialist.

1.8.3. Air Force Exercise Specialist. Recognition as an Air Force Exercise Specialist (Certified Personal Trainer equivalent) is reserved for individuals who have completed basic and advanced training and have met additional experience requirements. The recognition package will be approved by HQ AFSVA/SVPAF through the MAJCOM and will result in the award of a pin and certificate.

1.8.3.1. Exercise Specialists may be responsible for a number of fitness duties to include developing appropriate fitness programs based on population needs, coordinating and executing FIPs, assisting with basic fitness training for staff, conducting fitness assessments and follow-on exercise prescriptions, conducting one-on-one personal training appointments, acting as HAWC liaison, etc. A FCS member cannot be designated as a “personal trainer” until the Exercise Specialist recognition is achieved.

1.8.3.1. Eligibility Criteria. Air Force Exercise Specialist requirements:

1.8.3.1.1. Meet Basic Training requirements (as described in para. 1.8.1.).

1.8.3.1.2. Meet Advanced Training requirements (as described in para. 1.8.2.).

1.8.3.1.3. Minimum of one year’s work experience in the FC.

1.8.3.1.4. Documented 100 hours of individual fitness program design to include appointments for fitness assessments and program design/exercise prescriptions. Documentation must be verified by FCD.

1.8.3.1.5. One additional fitness continuing education course or certification, college fitness course, or locally approved fitness workshop/seminar.

1.8.3.1.6. Must maintain certification Continuing Education Credits (CEC’s).

1.8.3.2. Application Procedures. FCD forwards copies of all CPR/BLS, training certificates, and experience documentation along with Services Commander/Division Chief letter of recommendation through MAJCOM to HQ AFSVA/SVPAF.

## ***Chapter 2--FITNESS EQUIPMENT***

**2.1. Cardiovascular (CV) Equipment Standard.** All FC exercise equipment will be commercial grade equipment and meet Golden Eagle Standards (GES) with at least one each of the following mandatory core pieces: treadmills, upright bikes, recumbent bikes, steppers, and elliptical/total body conditioning machines. Quantities listed in table 2.1. are dependent upon the size of the installation (ref. Paragraph 1.1.2.). FCD should determine how many of each core piece is necessary to meet customer demand and total piece requirement. MAJCOMs can request waivers to the equipment standards to HQ AFSVA/SVPAF for GSUs or MUNSS. Bases

with more than one fitness facility may need to provide additional equipment as needed to meet customer demand.

**Table 2.1. Minimum Cardiovascular Equipment Standards**

	Small	Medium	Large
Total Pieces	10	30	50

**2.2. Selectorized Resistance Training Equipment Standard.** All FCs will have as a minimum one complete line of the following selectorized resistance training equipment: leg press, leg curl, leg extension, seated/standing leg abduction, seated/standing leg adduction, standing/seated calf raise, bench press, overhead press, cable lat pulldown, compound row, pectoral fly, bicep curl, tricep press, crunch, back extension, cable crossover, high/low pull, and weight-assisted dip/chin. Medium and large bases must have *two* lines of this equipment with the exception of one cable crossover and one weight-assisted dip/chin machine. Bases with more than one fitness facility may need to provide additional equipment as needed to meet customer demand.

**2.3. Free Weight Resistance Training Equipment Standard.** All FCs will have as a minimum one complete line of the following free weight resistance training equipment: power rack, smith machine, combination pull-up/dip, olympic bench, olympic incline, olympic decline, adjustable incline, incline leg press, preacher curl, calf raise, one set 5-100 lbs rubber/vinyl coated dumbbells, one set 5-50 lbs rubber/vinyl coated dumbbells, beauty bell dumbbells with rack, twin tiered dumbbell racks, E-Z curl, 5ft and 7ft olympic bars, rubber/vinyl coated weight plates up to 100 lbs, and one weight tree per 2 benches. Bases with more than one fitness facility may need to provide additional equipment as needed to meet customer demand.

**2.4. Equipment Replacement.** A comprehensive and timely equipment replacement plan must be in place to support an annual 20% replacement cycle of total equipment inventory.

### ***Chapter 3--FITNESS PROGRAMS***

**3.1. Readiness.** Fitness supports readiness. FCs directly support the Air Force mission and readiness by offering comprehensive fitness programs that promote positive lifestyle behaviors through a variety of activities. FCs should support and/or provide unit-based exercise programs when possible.

**3.2. Core and Enhanced Fitness Programs.** FCs will provide core programs at no cost to their customers and where resources are available, provide enhanced programs. Core fitness program requirements must be met prior to conducting enhanced programs.

#### **3.2.1. Core Fitness Programs**

**Table 3.1. Core Fitness Programs**

1. Group Exercise Classes	A minimum of 10 offerings per week at small bases and 15 offerings per week at medium and large bases, e.g. step aerobics, strength conditioning, low impact aerobics, cardio-boxing. *
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2. Equipment Orientations	Trained FCS must provide orientations on proper equipment usage (how to use each machine as well as safe positioning and execution) for all cardio and strength machines. Must provide on an appointment basis or through regularly scheduled classes.
3. Fitness Assessments	Must offer, at a minimum, to active duty and Air Reserve Component members free of charge. Program may be offered to other customers as time and resources allow.
4. Fitness Improvement Classes	Combination of aerobics and strength conditioning based on customer need, e.g. aerobics classes, equipment-based cardio classes, strength conditioning classes.
5. Incentive Programs	4 per year, of which one should be family oriented, e.g. AF Cycle Program, Swim the Yukon, Jog Club.
6. Special Events	4 per year, of which one should be family oriented, e.g. walk/runs, sports days, etc.

\* Classes should provide aerobic, strength, and flexibility conditioning appropriate for fitness development. Careful consideration should be given to providing a variety of classes meeting these requirements. Examples are hi/low impact, cardio-kick boxing, “spinning”, circuit training, “abs” classes, and group strength training. Class offerings above the minimum may be provided with NAFs and customers charged a fee accordingly.

3.2.1.1. Group Exercise Instructors. All group exercise instructors must have and maintain a primary instructor certification by one of the following nationally recognized, leading certification organizations: American Council on Exercise (ACE), Aerobics and Fitness Association of America (AFAA), or the Cooper Institute (CIAR). Other organizations of equal caliber may apply to HQ AFSVA/SVPAF for consideration. Instructors must obtain the additional necessary specialized certifications for step, spinning, and cardio kickboxing classes. These may be received from other than primary certification organizations. Yoga and Aquacize/water instructors may have a specialized certification without a primary aerobics certification if yoga or aquacize is the only class they teach. Group exercise instructors, for core programs, are an APF expense.

3.2.1.2. Fitness Assessments. Fitness assessments measure cardiorespiratory fitness, muscular strength and endurance, body composition, and flexibility either manually or with a computerized system. Examples of assessment modules include a step or submaximal cycle test, sit and reach, sit ups and push ups, and skinfold calipers. Fitness assessments must be conducted only by contract personal trainers and/or trained fitness staff who, at a minimum, have completed the AETC Fitness Specialist Course.

3.2.1.3. Fitness Improvement Programs (FIP). These programs are the responsibility of the fitness center and target those who do not meet Air Force fitness, strength, and/or weight/body fat standards. These individuals must have priority for space in FIP classes, but classes may be open to other individuals to meet specific program needs. The fitness center must offer the

necessary number of FIP classes per week, as part of or in addition to the required core group exercise classes, to meet customer demand. Schedules must accommodate day, swing, and midnight shift personnel. Consider scheduling FIP during “non-peak” hours. Both aerobic and strength classes must be offered as part of this program and be marketed as “FIP”. Fitness staff may conduct fitness improvement classes (FIPs) they are qualified to teach. Recommendations for FIP include, but are not limited to, supervised walking/jogging groups, aerobics classes, equipment-based classes, strength conditioning classes, “abs” classes, “spinning” classes, circuit training, or a combination of these. Use only APFs (or reimbursable NAFs under an MOA) to support installation FIP. Coordination with the HAWC FPM is recommended to ensure appropriateness of class format and instruction. Attendance in FIP classes should be documented.

**3.2.2. Enhanced Fitness Programs.** Programs that provide enhanced fitness opportunities may be offered at the discretion of the Installation Commander. Enhanced programs may include, but are not limited to, group exercise classes beyond the core (e.g. , Spinning, TaiChi, Yoga, Aquacise, etc.) and one-on-one personal fitness training.

**3.2.2.1. Personal Training Instructors.** Personal training may be offered free of charge through qualified fitness staff (Air Force Exercise Specialists) OR as fee for service through a personal trainer contract. All contract personal training instructors must have verification of at least 100 hours of individual fitness program experience to include fitness assessments and cardiovascular and strength conditioning programs, completion of at least one formal fitness course related to exercise program development, and have certification from one of the following nationally recognized organizations: American Council on Exercise (ACE), American College of Sports Medicine (ACSM), Aerobics and Fitness Association of America (AFAA), Cooper Institute, National Strength and Conditioning Association (NSCA). Other organizations of equal caliber may apply to HQ AFSVA/SVPAF for consideration.

**3.2.2.2. Lifeguards.** Lifeguards working directly for the fitness center should be provided through a service NAF Memorandum of Agreement (MOA). Lifeguards must have and maintain nationally recognized certifications in lifesaving and water rescue methods and skills, basic first aid, and CPR. Reference AFI 34-110, *Air Force Outdoor Recreation Programs*.

**3.3. Personal Services Contracts.** If a personal service contract is used, the contract must include an acknowledgment of personal responsibility signed by the contractor and the contractor’s signed agreement to compensate the government for any expenditures it incurs because of the contractor’s conduct and activities.

## ***Chapter 4--SPORTS PROGRAMS***

**4.1. Fitness and Sports Advisory Council.** This mandatory council meets at least quarterly and functions as an advisory body to assist, coordinate, and assemble installation resources to support comprehensive fitness and sports programs. The chairperson will be the FCD (a non-voting member). The council should include the Command CMSgt and at least one primary and one alternate representative from each unit or tenant of the installation. Commander's Trophy points should be earned through participation at the meetings. Coordinate the meeting minutes through the Services commander/division chief and the Mission Support Group Commander. Provide a copy of the approved minutes to all council members.

**4.2. Sports Bylaws.** Bylaws for all sports will be developed in coordination with the Fitness and Sports Advisory Council and approved by the FCD. Inform sports coaches of bylaws prior to the beginning of the season. These local rules supplement the playing rules established by the sport's National Governing Body (NGB) or any other recognized organization such as the National Federation of State High School Associations, the National Collegiate Athletic Association, the National Intramural-Recreational Sports Association, or the United States Slow Pitch Association. Overseas MAJCOMs may use international rules, if appropriate.

**4.3. Officials.** Officials (umpires, referees, score keepers, and timers) impact the safety and quality of the sports program. Officials will be certified/trained through a national or locally approved source for the particular sport. APFs are authorized for sports officials for both Category A and B sports IAW AFI 65-106, attach 1.

**4.4. Equipment and Supplies.** Sufficient equipment and supplies, e.g. balls, bats, jerseys, etc. must be available to provide a comprehensive program. Ensure all equipment and supplies are properly controlled, inventoried, and stored. The FCD will develop and implement a plan to replace or repair program equipment, uniforms, and supplies.

**4.5. Core and Enhanced Sports Programs.** FCs will provide core programs for their customers and where resources are available, provide enhanced programs. Sports programs contribute to the overall fitness program of the Air Force and promote unit esprit de corps. Bases should consider implementing a Commander's Trophy initiative to promote participation in their sports program.

4.5.1. Core Sports Programs. Core Sports Programs are Category A, authorized 100 percent APF support, and are designed to promote organized sports and esprit de corp between units, base personnel, and family members.

**Table 4.5.1. Core Sports Programs**

Intramural Sports	Provide 4 of 5 (softball, basketball, flag football, volleyball, soccer) sports. Category A activity
Extramural Sports	Type of sport locally determined by demand Category A activity

4.5.1.2. Intramural Sports. The intramural program is recreational in nature. The installation commander determines participation which may include active duty, full time guard and reservists assigned to base units, adult family members (18 yrs. or older), Department of Defense (DoD) civilians (including NAF employees), base contract personnel, and foreign nationals. Active duty military personnel always have first priority in intramural sports participation. Do not deny active duty members participation in the intramural program to allow other categories of customers from those listed above to participate. However, other categories of customers may participate in the intramural program if their participation is needed to offer a particular program. Sports program should include individual and team sports for both men and women as well as co-ed teams where possible.

4.5.1.3. Extramural Sports. The extramural program exists as an extension of the core intramural sports program and should be offered when a demand exists. The same administrative, funding, and execution guidelines as intramurals are applicable. Program is recreational in nature. Participation may include active duty, reservists, DoD civilians, family members, base contractors, and local foreign nationals. Examples of extramural sports are golf, bowling, 3-on-3 basketball league, etc. Some extramural sports may require an activity or usage fee (e.g. green fees).

4.5.1.4. Prizes and Incentive Awards. AFI 65-601V1 authorizes APFs to purchase T-shirts, trophies, plaques, or similar items for presentation to winners of intramural sports and athletic competitions that are continuous in nature as well as purchase of t-shirts, water bottles, ball caps, etc. for self-directed incentive-type fitness programs. In addition, there is a \$10 limit for each incentive item.

4.5.2. Enhanced Sports Programs. These sports programs provide opportunities for base athletes to compete off base, with other bases, civilian communities, universities, clubs, etc. Financial guidance is provided in AFI 65-106, AFI 34-201, and DODI 1015.10. NAFs required to support these programs must be submitted to and approved by the base NAF council, with the exception of departmental Air Force or Armed Forces programs. APF's should be considered and used first, where authorized.

**Table 4.5.2. Enhanced Sports Programs**

Tournaments	Category B
Varsity Sports	Type of sport locally determined by demand Category B activity
MAJCOM Sports Competitions	Type of sport determined by MAJCOM. Category B activity
Air Force, Armed Forces	Type of sport determined by the Air Force and the Armed Forces Sports Council. Category B activity

4.5.2.1. Tournaments. Tournaments (other than intramural) are considered a Category B activity. Fees may be charged to cover the cost of officials, awards, and incidentals.

4.5.2.2. Varsity Sports. Varsity programs are optional based on adequate number of participants and availability of resources. Varsity sports offer skilled active duty athletes an opportunity to compete off base in competitive programs and serve as a feeder program into higher level Air Force competition. Other DoD ID card holders must have Installation Commander approval to participate.

**4.6. Higher Level Competition.** This program is designed to provide elite athletes an opportunity to participate in higher level competition to include MAJCOM, Air Force, Armed Forces, national, and international competition.

4.6.1. MAJCOM, Air Force, Armed Forces, National, International competition. Active duty members and Air Reserve Component (ARC) personnel are eligible based on skill and ability. ARC personnel are eligible if they are on active duty status through the dates of the competition. Air Force members assigned to non-Air Force installations must receive authorization from HQ

AFSVA/SVPAF to compete in higher level competition conducted by another military department. Air Force personnel may not represent another service at Armed Forces Championships. Reservists may be placed on Active Duty Tour (ADT) with Air Force Reserve Command, AFRC/CV approval on AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**. All qualified ARC personnel can be placed on paid “man-day” status under the AF Sports Military Personnel Appropriation (MPA) Man-day Program centrally managed by the Office of Reserve Affairs, HQ AFSVA. ARC athletes apply completing AF Form 303, Request for USAF Specialized Sports Training as outlined in this AFI, paragraph 4.6.1.5. Where applicable, all applicants must be amateurs as defined by the rules of the NGB for the sport (e.g. boxing, wrestling, taekwondo, etc.)

4.6.1.1. Budget Allocation. For installations hosting Air Force Trial Camps and/or Armed Forces Championships, HQ AFSVA/SVPAF provides the host base with a budget allocation letter no later than 30 days prior to the start of an event outlining authorized expenditures. For disbursements and reimbursements information, refer to AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*.

4.6.1.2. Travel. Request authorization for travel to and from sports events and competitions on DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**.

4.6.1.3. Mode of Travel. Orders must specifically authorize the mode of travel, e.g., military air, government-procured air, military motor vehicle, or privately owned vehicle.

4.6.1.4. Permissive TDY. Unit commanders may authorize permissive TDY not to exceed 30 consecutive days to allow members to participate or train in sports events officially conducted or sponsored by elements of the Air Force, inter-service organizations, or DoD. This includes participation in local, regional, sectional, district, or state events. Unit commanders must coordinate with the local Services squadron or division before approving the request. Coordination through HQ AFSVA/SVPAF is required for national and international events. Refer to AFI 36-3003, *Military Leave*, for additional information.

4.6.1.5. Forms. AF Form 303, **Request for USAF Specialized Sports Training**, is used for athletes, trainers, officials, and coaches applying for higher level sports competition, when requested by HQ AFSVA/SVPAF. The form includes sports experience in a specific sport and performances in the past 3 years. Athletes must receive the endorsement of their supervisor, unit commander, and installation FCD who forwards the request through their MAJCOM Fitness and Sports representative to HQ AFSVA/SVPAF. In addition to the Form 303, ARC members must submit AF Form 49, Application for MPA Man-day Tour. Individuals are authorized up to 139 MPA days within a fiscal year including any MPA days used for other purposes. Athletes selected to attend Air Force Trial Camps will compete for a position on the Air Force team.

4.6.1.6. World Class Athlete Program (WCAP). This program provides Air Force athletes of world class caliber the opportunity to participate in training for national and international sports competition leading to selection to United States national teams in their respective sports. This program includes training and competition in Pan American and World Championships, leading to participation in the Olympic games. Requests for inclusion in this program must include a completed AF Form 303 and must be directed to HQ AFSVA/SVPAF through their MAJCOM.

Accepted WCAP personnel are assigned to HQ AFSVA/SVPAF with duty location at a base most conducive to their training.

## **Chapter 5--SAFETY**

**5.1. Safety.** The Combat Support Flight Commander supports the FCD to ensure facilities and programs meet safety requirements. The FCD coordinates a medical emergency plan with the DBMS. Refer to AFI 91-202, *The US Air Force Mishap Prevention Program*, AFI 91-204, *Safety Investigations and Reports*, and AFI 91-301, *The US Air Force Occupational Safety, Fire Prevention, and Health (AFOSH) Program*, for safety standards.

5.1.1. Emergency Procedures. Ensure the following areas are addressed when developing a written emergency plan: 1) Emergency care personnel must have access to all areas of the facility, 2) Develop and use an incident report to document pertinent information as well for reference during follow-up by the FCD, 3) Establish a protocol for handling minor and major incidents considering local medical procedures and response times, 4) Establish a procedure for handling incidents involving blood IAW local policy, 5) Establish an effective communication system with emergency response personnel and post signs, as appropriate, to facilitate communication, 6) Establish a checklist detailing the specific duties of each staff member during an emergency, and 7) Practice the emergency plan and document at least annually, and as new staff is assigned. The details in each area will be developed by the FCD with guidance and recommendations from the Director of Base Medical Services (DBMS).

5.1.2. Incident reporting. The installation Services squadron commander/division chief will report to their MAJCOM/SV, AFSVA/CC and HQ USAF/ILV (simultaneously within 1 hour if possible) all serious incidents such as the following:

5.1.2.1. Any major property damage to Services assets (e.g. fire, natural disaster, etc.).

5.1.2.2. Any serious injury resulting in death or extended hospitalization of employee or patron.

5.1.2.3. Any sensitive incident such as theft involving Services employees or assets.

5.1.3. Notification. Initial notification should be provided to HQ AFSVA and HQ USAF/ILV as indicated below. As a minimum provide the following information: date, time, location and nature of the incident. Names and status of individuals (active duty, retired, civilian, dependent, etc.). Extent of injuries. Status of incident and future actions expected. Name, grade, and phone numbers where the base Services point of contact can be reached, day or night.

**Table 5.1. Incident Reporting Procedures**

To notify HQ AFSVA	During Duty Hours: Call DSN 487-6207	After Duty Hours: Contact 12 FTW/CP at DSN 487-1859
To notify HQ USAF/ILV	1. Call DSN 664-0010 If no answer, leave voice mail at DSN 332-9300 or 1-800-833-3879. When prompted for the 7-digit telephone number, enter 1053663	



	2. In addition, send an e-mail notification to: <a href="mailto:Incidentreport@pentagon.af.mil">Incidentreport@pentagon.af.mil</a>	
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Within 24 hours of the initial telephone notification, fax or e-mail any new information to HQ USAF/ILV (FAX DSN 664-0321; e-mail same as above) and HQ AFSVA/CC (FAX DSN 487-5056). Continue updates at 24-hour intervals until requested to stop.

5.1.4. First Aid Kit. The FCS may provide limited medical attention when participants suffer injuries or illness during FC programs. Coordinate these procedures with the DBMS to determine extent of assistance and proper training. First aid kits will be purchased with APFs and maintained in the FC. Contents will be determined by the DBMS.

**5.2. Medical Considerations.** Participants in physical contact or collision sports, such as tackle football, boxing, and wrestling, must have medical clearance from a doctor of medicine or doctor of osteopathy prior to participating. The DBMS determines the medical evaluation.

**5.3. Racquetball/Squash/ Handball.** All racquetball racquets must have wrist straps. Eye protection for participants in racquetball, squash, and handball sports is mandatory. All eye protection must be impact resistant. This requirement applies to all FC customers regardless of status. Military and dress spectacles are not approved eyewear for racquet sports. Protective eyewear must be designed to withstand high impact, unlike everyday frames and lenses. FCs will have sufficient quantities of protective eyewear available for loan at no charge to customers. Consult with the base optometrist for further guidance or clarification. The following sign will be posted at court entrances: IMPACT RESISTANT EYE PROTECTION IS REQUIRED AND IS AVAILABLE AT THE EQUIPMENT ISSUE DESK.

**5.4. Sauna/Steam Room.** Clocks must be mounted so that they can be viewed from the sauna or steam room area. A duress system will be installed that alerts the FCS of emergency situations in these areas. Alarms will be easily accessible to customers in sauna baths and steam rooms to provide an emergency means to alert the FCS. Ensure the alarm will sound in an area constantly inhabited, i.e., front desk. Test the alarm daily prior to the opening of the facility, and document. Thermometers must be provided in these areas and temperature should be monitored on a regular basis. The American College of Sports Medicine (ACSM) Facility Guidelines and Standard's recommended temperatures for each area are: sauna 170 to 180 degrees Fahrenheit; steam room 100 to 110 degrees Fahrenheit. Street clothes or plastic suits are not authorized in saunas/steam rooms. Customers in sauna/steam room areas must wear a bathing suit or towel as a minimum. Those individuals who are on medications, have high blood pressure, diabetes or heart disease, or pregnant women should not use the sauna, steamroom, or whirlpool unless authorized by a physician. Children under the age of 6 must not be in the sauna, steamroom, or whirlpool.

**5.4. Tanning Beds/Booths.** Tanning beds/booths will not be installed or used in FCs.

MICHAEL E. ZETTLER, Lieutenant General, USAF  
DCS/Installations & Logistics

## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS**

#### ***References***

AFPD 34-1, *Air Force Services Combat Support Programs*  
AFI 34-110, *Air Force Outdoor Recreation Programs*  
AFI 34-201, *Use of Non-Appropriated Funds (NAF)*  
AFI 34-204, *Air Force Services Logistics Support Program*  
AFI 34-262, *Services Programs and Use Eligibility*  
AFI 34-248, *Child Development Programs*  
AFI 36-3003, *Military Leave*  
AFI 40-501, *The Air Force Fitness Program*  
AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Non-appropriated Fund Instrumentalities*  
AFI 65-601VI, *Budget Guidance and Procedures*  
AFI 91-202, *The US Air Force Mishap Prevention Program*  
AFI 91-204, *Safety Investigations and Reports*  
AFI 91-301, *The US Air Force Occupational Safety, Fire Prevention, and Health Program*  
AFMAN 23-110, Vol II, Pt 2, *USAF Supply Manual*  
AFMAN 34-214, *Procedures for Non-appropriated Funds Financial Management and Accounting* (will convert to AFMAN 34-414)  
AFMAN 34-137, *Air Force Fitness Center Operations* (will convert to AFMAN 34-237)

#### ***Abbreviations and Acronyms***

AAP	American Academy of Pediatrics
ACE	American Council on Exercise
ACSM	American College of Sports Medicine
ADT	Active Duty Tour
AETC	Air Education Training Command
AFAA	Aerobics and Fitness Association of American
AFMAN	Air Force Manual
AFPD	Air Force Policy Directive
APF	Appropriated Fund
ARC	Air Reserve Component
AS	Allowance Standard
BLS	Basic Life Support
CDC	Career Development Course
CPR	Cardiopulmonary Resuscitation
CPT	Certified Personal Trainer
CSCS	Certified Strength and Conditioning Specialist
CSFC	Combat Support Flight Commander
CV	Cardiovascular
DBMS	Director, Base Medical Services
DOD	Department of Defense
FC	Fitness Center

FCD	Fitness Center Director
FCS	Fitness Center Staff
FIP	Fitness Improvement Program
FPM	Fitness Program Manager
HAWC	Health and Wellness Center
HPWG	Health Promotion Working Group
HQ USAF/ILV	Headquarters United States Air Force, Director of Services
HQ AFSVA/CC	Headquarters Air Force Services Agency, Commander
HQ AFSVA/SVP	Headquarters Air Force Services Agency, Directorate of Programs
HQ AFSVA/SVPAF	Headquarters Air Force Services Agency, Fitness and Sports Branch
IAW	In Accordance With
MAJCOM	Major Command
MFC	Mini Fitness Center
MPA	Military Personnel Appropriation
MOA	Memorandum of Agreement
MUNSS	Munitions Site
NAF	Nonappropriated Fund
NCO	Noncommissioned Officer
NGB	National Governing Body
NSCA	National Strength and Conditioning Association
PACAF	Pacific Air Forces
PCS	Permanent Change of Station
USAFE	United States Air Forces in Europe
WCAP	World Class Athlete Program

## **Attachment 2**

### **WHAT PEOPLE DO**

#### **A2.1. Director of Services (HQ USAF/ILV).**

- A2.1.1. Oversees the Air Force Fitness and Sports Program.
- A2.1.2. Develops policies and procedures for the Air Force Fitness and Sports Program.
- A2.1.3. Appoints Air Force representatives to the Armed Forces Sports Council and the Armed Forces Sports Council Working Group.

#### **A2.2. Headquarters Air Force Services Agency (HQ AFSVA).**

- A2.2.1. Evaluates base-level facilities and programs and measures compliance with established standards.
- A2.2.2. Publishes operating guidelines and standards, operates centrally managed and funded programs, and provides staff assistance.
- A2.2.3. Offers personnel opportunities for worldwide competition in national and international sports activities.
- A2.2.4. Develops interest and encourages participation in fitness and sports programs.
- A2.2.5. Announces the yearly schedule of events.
- A2.2.6. Plans a comprehensive program enhancing total fitness, esprit de corps, and quality of life of Air Force people.
- A2.2.7. Prepares NAF and APF budgets for centrally funded programs and projects.
- A2.2.8. Makes recommendations for allocation of funds and equipment to MAJCOMs and installations.
- A2.2.9. Assists in planning and designing new FCs.
- A2.2.10. Initiates and coordinates plans for Air Force, Armed Forces, national, and international trial camps and championships.
- A2.2.11. Issues guidelines for completing travel orders.
- A2.2.12. Develops and publishes program instructions, pamphlets, and other training aids.
- A2.2.13. Develops and conducts Air Force-wide conferences, training sessions, clinics, and workshops.

#### **A2.3. MAJCOM/SV.**

- A2.3.1. Unless otherwise arranged, collects and forwards AF Forms 303 to HQ AFSVA/SVPAF.
- A2.3.2. Nominates bases to host Air Force Trial Camps and Armed Forces Championships.
- A2.3.3. Oversees a comprehensive command FC program that meets or exceeds Air Force standards.
- A2.3.4. Encourages and supports installation and athlete participation in Air Force, Armed Forces, national, and international training camps and championships.
- A2.3.6. May publish supplemental operating guidelines with HQ AFSVA/CC approval and provides staff assistance to installations.
- A2.3.6. Encourages and supports installation participation in conferences, training sessions, clinics, and workshops.
- A2.3.7. Reviews and coordinates construction designs with MAJCOM/CE.

#### **A2.4. Installation Commander.**

- A2.4.1. Encourages and supports participation in the installation fitness and sports program.

- A2.4.2. Ensures resources (funding, facilities, and manning) are available to conduct the installation fitness and sports programs.
- A2.4.3. Authorizes installation to host higher level trial camps and championships.
- A2.4.4. Presents the Commander's Trophy if applicable.
- A2.4.5. Determines participation in intramural and extramural sports programs, which may include active duty, reservists, family members, DoD (including NAF employees), base contract personnel, and foreign nationals.
- A2.4.6. Approves FC facility designs.

#### **A2.5. Services Commander or Division Chief.**

- A2.5.1. Uses CORPORATE PRISM survey tool to assist with funding and resource decisions.
- A2.5.2. Advocates for resources, funding, and facility improvements.
- A2.5.3. Oversees the installation fitness and sports program.
- A2.5.4. Appoints a project officer to host higher level trial camps, championships, and workshops.
- A2.5.5. Reviews and approves the annual installation fitness and sports program plan, budget, and manning.
- A2.5.6. Ensures the CSFC and FCD manage fitness and sports program funding and personnel.
- A2.5.7. Ensures staff members receive fitness supplemental and specialized training in fitness and exercise.
- A2.5.8. Approves FC facility designs.

#### **A2.6. Combat Support Flight Chief.**

- A2.6.1. Coordinates and evaluates all fitness and sports program activities.
- A2.6.2. Identifies and fills operational and financial requirements.
- A2.6.3. Serves as nonvoting member on the Fitness and Sports Advisory Council.
- A2.6.4. Monitors training of FCS.
- A2.6.5. Coordinates facility construction designs.
- A2.6.6. Supports the FCD to ensure facilities and programs meet safety requirements.

#### **A2.7. Fitness Center Director.**

- A2.7.1. Develops and manages base fitness and sports programs.
- A2.7.2. Develops and maintains facility, personnel, program, and financial records.
  - A2.7.2.1. Ensures weekly inspections are conducted and documented for all fitness and sports equipment, fields, and facilities.
  - A2.7.2.2. Develops an emergency medical plan.
  - A2.7.2.3. Ensures training needs are identified, documented, and executed.
  - A2.7.2.4. Ensures staff maintains current certification in CPR or BLS, first aid, and supplemental training.
  - A2.7.2.5. Works with related base and community fitness and sports organizations to provide a well-balanced and comprehensive program.
  - A2.7.2.6. Consults with ground-safety office and civil engineers to report and correct any ground hazards.
  - A2.7.2.7. Approves sports bylaws.
- A2.7.3. The FCD will develop an annual operations plan and forward it through the CSFC to the Services commander or division chief for approval.

A2.7.4.1. Defines the organizational structure, sets staff duties and responsibilities, and establishes short and long-term goals and procedures.

A2.7.4.2. Extracts market demand information from CORPORATE PRISM.

A2.7.4.3. Establishes and maintains current maintenance plans and logs for facilities and equipment.

A2.7.4.4. Creates public relations programs to disseminate information about fitness and sports programs to encourage participation.

A2.7.4.5. Works with the marketing department to obtain adequate publicity, marketing, and commercial sponsorship support.

A2.7.4.6. Serves as the non-voting chairperson of the Fitness and Sports Advisory Council.

A2.7.4.7. Develops and conducts training programs for customer service, on-the-job training, etc., which employees must complete within 30 days of initial assignment.

A2.7.4.8. Establishes safety programs in accordance with applicable directives.

A2.7.5 Develop APF and NAF budgets.

A2.7.6 Coordinates with Health Promotion Manager at HAWC on topics to be taught at HAWC led monthly training sessions.

**A2.8. Fitness and Sports Advisory Council.**

A2.8.1. Meets at least quarterly.

A2.8.2. Coordinates Sports bylaws.

A2.8.3. Serves as an advisory body.

A2.8.4. Assists, coordinates, and assembles installation resources to support comprehensive fitness and sports programs.

**A2.9. Athlete/participant in Higher Level Competition.**

A2.9.1. Coordinates their AF Form 303 with their supervisor, unit commander, and installation FCD. ARC personnel must also coordinate and submit AF Form 49.

A2.9.2. Coordinates travel plans with HQ AFSVA/SVPAF (except MAJCOM sponsored events).

A2.9.3. Completes the DD Form 1610 in accordance with AFI 36-3003.

A2.9.4. Submits a "no cost" travel voucher to their base Accounting and Finance Office within 5 days after completing TDY.